

SKSMSP4

Carry out the sewing process



Overview

This standard is for those who prepare and sew materials for clothing or related products.

The job role may involve:

1. Preparing the machine and work area.
2. Identifying and sorting components.
3. Organising the work to ensure it flows effectively through the work area.
4. Sewing materials to specification.
5. Meeting production targets.
6. Completing documentation.

SKSMSP4

Carry out the sewing process

Performance criteria

- You must be able to:*
- P1 organise work in accordance with instructions
 - P2 identify and report difficulties in carrying out instructions
 - P3 prepare equipment for use according to instructions
 - P4 carry out emergency stop procedures on machinery
 - P5 identify, rectify and report machine faults and take the relevant action within the limits of responsibility
 - P6 keep the work area clean and tidy
 - P7 identify components that meet specification and are free from defects and faults
 - P8 identify, rectify and report deviations from specification
 - P9 ensure the quantity of cut items to meet specifications
 - P10 organise and prepare components for sewing
 - P11 carry out test sews
 - P12 sew cut items to specifications and in the correct sequence
 - P13 ensure sewn product conforms to shape and size requirements
 - P14 ensure sewn product meets specification in terms of labels and trimmings
 - P15 operate machine safely and correctly according to instructions
 - P16 inspect sewn products against specification
 - P17 identify, mark and place rejects in the designated location
 - P18 use tools and equipment correctly, efficiently and safely
 - P19 prepare sewn work for transfer on to the next stage of the process
 - P20 complete and store accurate records and documentation

SKSMSP4

Carry out the sewing process

Knowledge and understanding

You need to know and understand:

- K1 how to receive and read work instructions and specifications and interpret them accurately
- K2 how to make use of the information detailed in specifications and instructions
- K3 the importance of reporting and resolving any problems with instructions
- K4 equipment faults which may occur, how they are identified and how they should be dealt with
- K5 when to carry out test sews and the reasons for them
- K6 characteristics of different materials
- K7 the importance of having a clean, clear work area
- K8 continuous work preparation i.e. spool/bobbin fill whilst sewing, all components to hand
- K9 how to organise work to help meet required quality and quantity levels
- K10 production targets and methods including piece rate and competitive rate systems
- K11 the importance of machine, needle, foot, needle guard and spool checks
- K12 consequences of lubricants or debris being left on or around the machine and work surface
- K13 hazards likely to be encountered in the workplace and how they can be avoided
- K14 consequences of sewing components out of sequence and how to prevent it occurring
- K15 types of seams/hems/finish used and purposes they serve
- K16 effect of seams/hems not sewn to specification
- K17 types of faults which may occur, how they are identified and how they should be dealt with
- K18 why sewn items should be kept free of contamination
- K19 storage requirements of different types of sewn items
- K20 the importance of marking and segregating rejects
- K21 the organisation's rules, codes, guidelines and standards
- K22 quality and quantity including compliance with specifications and timescales
- K23 quality systems and procedures
- K24 personal hygiene and duty of care
- K25 safe working practices and organisational procedures
- K26 limits of your own responsibility
- K27 ways of resolving with problems within the work area
- K28 the production process and how your specific work activities relate to the whole process
- K29 the importance of effective communication with colleagues
- K30 the lines of communication, authority and reporting procedures

SKSMSP4

Carry out the sewing process

- K31 the organisation's rules, codes and guidelines (including timekeeping)
- K32 the companies quality standards
- K33 the types of records kept, how are they completed and the importance of keeping them accurate
- K34 the importance of complying with written instructions
- K35 equipment operating procedures / manufacturer's instructions
- K36 statutory responsibilities under Health, Safety and Environmental legislation and regulations

SKSMSP4

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